

LAYOFF NOTICE/RE-EMPLOYMENT PLACEMENT FORM

Per NAC 284.630 we are requesting the completion of this form. The agency completes Section 1 and the employee completes Section 2. **Upon receipt of this completed form, the Department of Personnel will complete Section 3 and place affected employees on the Reemployment list for the class and option from which laid off.** The employee must complete the Job Development Form and submit it to the Department of Personnel in order to be placed on the appropriate Reemployment "2" lists.

Section 1

Department	Division:
Social Security Number:	
Name: Last	First MI
Classification Title, and Option (if applicable)	Class Code # Grade/Step
Seniority Credits: _____ Yrs. _____ Mos. _____ Days	Does employee have reemployment rights? <input type="checkbox"/> YES <input type="checkbox"/> NO To: Full-Time or Part-Time Positions
Date of Notice: _____	Layoff Date: _____
Reason for termination:	Displacement option, if any is attached
If employee does not have reemployment rights, please explain:	
Authorized Agency Signature	Date:

Section 2

I have read the above section completed by my agency and agree with the computations. I have received a copy of the current layoff regulation contained on back of this form.

I am willing to work in the following geographical area(s): _____

Signature: _____ Date: _____

Section 3

FOR PERSONNEL USE ONLY: Seniority Score: _____ Date Programmed to Reemployment 1 List: _____

CERTIFICATION:

Delete: Hired by _____ on _____ (date). Exhausted rights by accepting or refusing the same or comparable class/option to department from which laid off.

Notice Rescinded (Date): _____

Comments: _____

CALCULATION OF EMPLOYEE SENIORITY CREDITS

(See Calculating Seniority Credits handout)

Employee: _____

Social Security Number: _____

Department: _____

Division: _____

Date of Continuous Service: _____

Occupational Group of Layoff: _____

List any event(s) affecting seniority credits

<u>EVENT</u>	<u>YEAR</u>	<u>NUMBER OF MONTHS/DAYS</u>

SENIORITY CALCULATIONS:

	<u>FROM</u>	<u>TO</u>		<u>YEARS</u>	<u>MONTHS</u>	<u>DAYS</u>
(A) Continuous Service Date	_____	_____	If less than 1.0 FTE, see worksheet for deductions	_____	_____	_____
(-) Below Standard Evaluation(s) within last 3 years only and 75 days prior to layoff				_____	_____	_____
OR LWOP over 240 days in calendar year within last 3 years only				_____	_____	_____
TOTAL SENIORITY CREDIT				_____	_____	_____

CALCULATION WORKSHEET FOR EMPLOYEE SENIORITY CREDITS

Employee: _____ Geographical Location: _____ Date of Continuous Service: _____ Date Credits Projected Through: _____		Social Security Number: _____ Department: _____ Division: _____ Layoff Date: _____ Occupational Group of Layoff: _____					
DEDUCTIONS: Do any circumstances apply to the employee that result in deductions or exclusions of time from the seniority calculations? Check all that apply. See reverse and Calculating Seniority Credits handout.							
<input type="checkbox"/> Leave Without Pay		<input type="checkbox"/> Less Than Standard Evaluation(s)					
<input type="checkbox"/> Laid Off and Re-Hired		<input type="checkbox"/> Less Than Full-Time Employment					
<input type="checkbox"/> Military Service		<input type="checkbox"/> Unclassified Service					
<input type="checkbox"/> Other							
ANALYSIS: A. Continuous Service Date From To (Days) <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>		CALCULATION: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Gross Days</td> <td style="width: 50%; text-align: center;">Net Days</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> Total Seniority Credits: _____ Years _____ Months _____ Days		Gross Days	Net Days	_____	_____
Gross Days	Net Days						
_____	_____						
Analyst's Initials _____ Date: _____		Calculator's Initials _____ Date: _____					

WORKSHEET FOR DEDUCTIONS FROM SENIORITY CREDIT
(See Calculating Seniority Credits Handout)

Leave Without Pay		Calendar Period MM/DD/YY		
Year	From	To	Working Days	Working Days In Excess of 30*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Less Than Standard Evaluation		Calendar Period MM/DD/YY	Calendar Days
Year	From	To	Deducted*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: This applies only to the 3-year period immediately preceding the layoff date and not within 75 days prior to layoff date.

Less Than Full Time Employment		Calendar Period MM/DD/YY	Calendar	% of	Calendar
Year	From	To	Days	Full Time	Days Deducted*
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other (Explain)		Calendar Period MM/DD/YY	Calendar Days
Year	From	To	Deducted*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Allocated to appropriate time span on reverse side; add to any other deductions for the same time span and enter on the appropriate "Deductions" line.

REEMPLOYMENT JOB DEVELOPMENT FORM

Name: _____ Social Security # _____

Dept: _____ Div: _____

Layoff Grade: _____ Step: _____ Full-time: ____ Part-time: ____

I am willing to work in the following area(s): _____

Signature / Date

For State Personnel Use Only

Seniority Score:

GRADE LEVEL CANNOT EXCEED GRADE OF LAYOFF CLASS

Please complete the first three columns:

Do not list the class/option from which you were laid off. You are automatically placed on that list.

Class Code	Classification & Option (List each option separately)	Grade	*A *R	Date Evaluated/Evaluator Reason for Rejection	Date Entered

***A = Accepted R = Do not meet requirements for class**

See other side for regulations and important information.

TO THE EMPLOYEE:

284.630 Layoffs: Reemployment Lists.

1. The names of permanent employees who have received their notices of layoff will be placed on the statewide reemployment list for the class and option of the position involved in the layoff, in order of seniority. The agency and the employee shall provide the necessary information for reemployment on the form prescribed by the department of personnel for the employee to be placed on the reemployment list
2. The names of permanent employees who have received their notices of layoff will also be placed on the statewide reemployment lists for other classes for which they qualify, in order of seniority but behind those identified in subsection 1, if those classes do not respectively exceed the level of the class from which the employee was laid off. It is the affected employee's responsibility to demonstrate his interest in, and qualifications for, the classes for which reemployment is sought within 30 days after the date set for his layoff.
3. Part-time employees are not entitled to be reemployed in full-time positions and full-time employees are not entitled to be reemployed in part-time positions.
4. Seniority must be projected and counted up to the established layoff date, or transfer date if the provisions of subsection 2 of NAC 284.390 apply. Seniority determines ranking on all reemployment lists. The amount of seniority will not be recalculated unless the holder is affected by a subsequent layoff.
5. Each person on the list retains eligibility for appointment therefrom for 1 year from the date he was laid off. Except as otherwise provided in this section, reemployment rights are exhausted when a person accepts or declines an offer of employment in the class or a comparable class with the same grade from the department and geographical location from which he was laid off. Any exception to this provision may be made only if approved by the department of personnel. When a person accepts a position at a grade lower than that held at the time of layoff, his name will be removed from all reemployment lists that are equal to or below the grade accepted.
6. A permanent employee who has been laid off and is being reemployed in the department, class and option from which he was laid off must have his permanent status restored. A permanent employee who is reemployed in a different class or in a different department than from which laid off shall serve a new probationary period. If the employee does not complete the probationary period, his name must be restored to the appropriate reemployment list for any remaining part of the year following the date on which he was laid off. When the right to reemployment expires, the person affected retains his right to reinstatement or reappointment under NAC 284.386 or 282.404, respectively.

Note: You may waive an offer for any class you are on a reemployment "2" list for without losing your reemployment rights. However, you will exhaust your reemployment rights if you decline or accept an offer of employment in the class or comparable class with the same grade from the department and geographic location from which laid off, i.e., reemployment "1" list.